



## Image Use Policy

### A. Overview

The National Park Service [NPS] and Harpers Ferry National Historical Park is pleased to make images of selected NPS museum collections available to further its goals of preserving and interpreting the cultural and natural heritage of the United States. Conditions for use of high resolution and low resolution electronic images and a permission agreement are provided below.

Subject to the conditions noted below, Harpers Ferry National Historical Park provides the following images:

- Low – resolution digital images at 72dpi that may be downloaded directly from the Harpers Ferry National Historical Park web site at <[www.nps.gov/hafe](http://www.nps.gov/hafe)>.
- High – resolution digital images of objects in NPS collections shown on the Harpers Ferry National Historical Park web site at <[www.nps.gov/hafe](http://www.nps.gov/hafe)>.

### B. Conditions for Use of Low – Resolution NPS Digital Images

Harpers Ferry National Historical Park allows use of low resolution [72dpi] digital images of NPS collections from its web site at <[www.nps.gov/hafe](http://www.nps.gov/hafe)>. Use of low resolution NPS digital images is subject to the following conditions.

- Images must carry the NPS caption and credit information, and the Harpers Ferry National Historical Park web address, as noted below.

Courtesy National Park Service, Harpers Ferry National Historical Park  
Object name, catalog number  
Photo by [Photographer name]  
[www.nps.gov/hafe](http://www.nps.gov/hafe)

See next section for digital documents.

- Users can print images of NPS objects from the Harpers Ferry National Historical Park web site at <[www.nps.gov/hafe](http://www.nps.gov/hafe)> for their own use.
- Users can download electronic files of low resolution digital images of NPS objects from the Harpers Ferry National Historical Park web site at <[www.nps.gov/hafe](http://www.nps.gov/hafe)> for their own use, including web sites.

- Users must obtain written permission from the Harpers Ferry National Historical Park to publish low resolution digital images of NPS objects in hardcopy that are downloaded from the Harpers Ferry National Historical Park web site at <[www.nps.gov/hafe](http://www.nps.gov/hafe)>. Use the Permission Agreement form.
- Users cannot alter images without written permission of Harpers Ferry National Historical Park.

### **C. Conditions for Use of NPS High Resolution Digital Images and or Digital Documents**

Permission to use a high resolution digital image of an NPS object on the Harpers Ferry National Historical Park web site at <[www.nps.gov/hafe](http://www.nps.gov/hafe)> is granted only through a NPS Permission Agreement, which is subject to the following terms and conditions:

- Permission is for a one-time, non-exclusive use of the image[s].
- Permission is for a single edition of the publication to be published by the publisher.
- The image must be identified as an NPS image and must carry the NPS caption and the Harpers Ferry National Historical Site URL, [www.nps.gov/hafe](http://www.nps.gov/hafe), using the format below.
- Use the credit format below for each image as it appears in the publication.

Courtesy National Park Service, Harpers Ferry National Historical Park  
Object name, catalog number  
Photo by [Photographer name]  
[www.nps.gov/hafe](http://www.nps.gov/hafe)

Citations for digital documents will be handled on a case-by-case basis.

- User agrees to obtain all intellectual property rights, including copyright from the rights holder, if the rights holder is not the National Park Service.
- User agrees to prohibit third party use of the image.
- User agrees to release and discharge the National Park Service from any and all claims and demands arising out of, or in connection with, the use of the image, including without limitation any and all claims with regard to intellectual property rights, such as copyright, privacy, publicity, libel, and related legal issues.
- User understands that the use of the image does not surrender the NPS's right to use or grant others permission to use the image.
- User agrees to furnish Harpers Ferry National Historical Park with a complimentary copy of the publication if in print.
- User agrees that images cannot be altered without written permission of Harpers Ferry National Historical Park.

### **D. How to Obtain a High Resolution Digital Image**

To obtain a high resolution digital image, slide or photograph, please follow the procedures outlined below.

- Download, print, complete, and sign the NPS Permission Agreement at <http://www.nps.gov/hafe>.
- Send the paper copy of the NPS Permission Agreement with original signatures to: Museum Management Program, Harpers Ferry National Historical Park, P. O. Box 65, Harpers Ferry, WV 25425.
- Harpers Ferry National Historical Park staff will:
  - notify you if the form that you requested is available or needs to be made, for example, whether the high resolution image exists
  - prepare the request package on receipt of the signed NPS Permission agreement and payment
  - sign the NPS Permission Agreement
  - process your request
  - send you the images and a signed copy of the NPS Permission Agreement.

#### 1. How are orders shipped?

Orders may be placed on a secure file server with instructions sent to you on how to set up a temporary account and access your order. If you request a CD, DVD, or other storage media, these are shipped by first class mail unless a special delivery service, such as FedEx, is requested and an account number or shipping label is provided.

#### 2. How do I pay for images?

Currently, there is no charge for digital reproductions.

#### 3. What is the anticipated time?

Please allow sufficient time to fill your order. Generally, 30 working days are needed to process a request for a digital image once the signed permission agreement and payment have been received. During times of high research request, this time will be longer.

#### 4. May I use the image later for another purpose?

No. Each permission request is for a one time use only. You must make another request and pay for another use of the image.